

Lower East Side residents—and all New Yorkers—deserve to take full advantage of our public spaces, parks, courtyards, and blocks.

Henry Street Settlement, GOLES, and Infinite Movement created the **People's Permit Process** brochure to help residents navigate the city's permit process and get the appropriate permits they need for their events.

Everything in this guide is public information and can be found online on the NYC Parks or City's website. Have a great event!



If you plan to have sound—like mics, a DJ, performances, etc.—at your event, you must get a sound permit from your local NYPD precinct in addition to your other event permit.

**Cost:** \$45 (non-refundable)

**When to apply:** At least 5 days before the event.

**How to get a sound permit:**

1. Print and fill out application, found at: <https://www1.nyc.gov/site/nypd/services/law-enforcement/permits-licenses-permits.page> OR fill out and submit permit at your local precinct.
2. Bring it (in person) to your local NYPD precinct. Make sure to specify how loud it will get.
3. If your application gets approved, you'll be notified and will be able to pick up your permit from the precinct on the day of your event.

**You can't request a sound permit:**

- If your event is within 500 feet of a school, hospital, courthouse, or church during the hours of school, court, or worship.
- Between 8 p.m. and 9 a.m. on weekdays and between 8 p.m. and 10 a.m. on weekends.
- If the event takes place on public holidays.

**NOTE:** Community Board 3 requests sound is limited to 4 hours

# STAY CONNECTED



**HENRY STREET SETTLEMENT**

Henry Street Settlement is a community-based organization on Manhattan's Lower East Side that delivers a wide range of social service, arts, and health care programs to more than 50,000 individuals each year. In addition to providing services for everyone from young children to older adults, Henry Street hosts Town Hall meetings, community events, and Community Advisory Board meetings to ensure our community's voice is heard.

To learn more about Henry Street's programs and services, visit [henrystreet.org](http://henrystreet.org).

To get involved Henry Street's Town Halls, Community Events, or Community Advisory Board, email [tderogatis@henrystreet.org](mailto:tderogatis@henrystreet.org).



**GOLES (Good Old Lower East Side)** is a neighborhood housing and preservation organization that has served the Lower East Side since 1977. GOLES is an important advocate for LES residents and leads a wide range of organizing campaigns and workshops focused on housing, jobs, community wellbeing, and more.

To learn more or get involved, call GOLES at 212.533.2541 or visit [goles.org](http://goles.org).



**Infinite Movement** values and promotes youth development, arts, and wellness in the LES community. In addition to planning dance showcases and fitness classes, Infinite Movement supports campaigns and events focused on advocacy and community empowerment.

To learn more or get involved, contact Shaheeda Yasmeen Smith at [infinitemovementnyc@gmail.com](mailto:infinitemovementnyc@gmail.com).

# PEOPLE'S PERMIT PROCESS

Your guide to navigating New York City and NYCHA's event permit rules and regulations.





## WANT TO USE A PUBLIC PARK?

If you're planning any type of event in a public park (picnic, birthday party, baby shower, etc.) and expect more than 20 people to attend, you need a special events permit. **ANYONE** planning an event in a park—including community groups, nonprofit organizations, and school groups—must apply for this permit.

**Cost:** \$25

**When to apply:** 21-30 days before your event, so plan ahead!

**How to get a special events permit:** Set up an account and apply online at [nyceventpermits.nyc.gov/Parks/](http://nyceventpermits.nyc.gov/Parks/)

### Things to remember:

- Your event can't charge an admission or suggested donation fee.
- You can apply to get a permit on major holiday weekends, but not on the holiday itself.
- If your event is open to the public, you must do your best to make sure it's accessible to people with disabilities.
- If you want to sell food or merch at your event, you will be asked to apply for an additional permit with an additional processing fee.
- You need approval to set up tents, tables, and chairs at your event. Include this information—including how many of each will be at your event—in your application.
- You must indicate on your application if you plan to hang signs or banners at your event. You can't hang signs or banners on trees or fences.

**Still have questions? You can call the Parks Department's permit offices for assistance.**

Bronx: 718.430.1848  
Brooklyn: 718.965.8912  
Manhattan: 212.408.0226  
Queens: 718.393.7272  
Staten Island: 718.667.3545  
Citywide: 212.360.1319



## WANT TO BBQ?

If you are hosting a barbecue in a NYC Park, you **MUST** use a designated BBQ area. There are many parks throughout the five boroughs that have these designated areas.

**Cost:** No cost, no permit required

### Things to remember:

- Anyone barbecuing must be at least 18 years old.
- Make sure to BBQ at least 10 feet away from any structures, trees, or other people in the park.
- Your barbecue must sit at least 3 feet off the ground.
- The use of propane in NYC parks is not allowed.

### Cleaning Up:

- Don't litter or dump debris in the park.
- All coal and matches must be disposed of in designated red barrels—do not dump anything flammable in the regular trash cans!
- Use water to extinguish hot coals.



## WANT TO HOLD AN EVENT IN A NYCHA DEVELOPMENT?

Anyone can host picnics and barbecues in NYCHA developments from 10 a.m. to 8 p.m. between May 1 and September 30.

**Cost:** FREE

**When to apply:** 10 days before the event

**How to apply:** Fill out and submit the "Request to Use Picnic Area" form, which you can get from each development's Property Management Office.

### If approved:

- They'll contact you, and you'll get a picnic area key and a copy of the approved request on the day of the picnic if it is held during the week or on the closest business day if it's on a weekend/holiday.
- The key **must** be returned the first business day after your picnic.

### On the day of your event:

- Make sure you have your approved request.
- Use only permanently installed charcoal grills (open/campground fires are not allowed).
- Keep the picnic area gates open.
- Make sure all minors are supervised.
- Serve only non-alcoholic beverages.
- Connect a garden hose to the water spigot or keep a large pail of water near the grill in case of emergencies.
- Make sure your grill is supervised by an adult at all times.
- Clean up! Leave the area better than you found it, and dispose of charcoal in the proper barrel.



## WANT TO HOST A BLOCK PARTY?

Block parties are limited to one block and can't last longer than 9 hours. They require a permit from the Street Activity Permit Office.

**Cost:** \$25.50

**When to apply:** At least 60 days before your event

**How get a block party permit:** Go to [www1.nyc.gov/site/cecm/e-apply/e-apply.page](http://www1.nyc.gov/site/cecm/e-apply/e-apply.page), set up an account, and fill out the application with as much detail as possible.

**\*Whoever fills out the application must be a member of a block association and given permission by their neighbors**

### Things to remember:

- It can't be a private party—it must be open to all neighbors on the block!
- You can't charge an entrance fee, sell food or other items, or use your block party to fundraise.  
**\*Want to sell items or use your block party as a fundraiser? You will need to apply for a Single Block Festival permit instead. Note that this application must come from a registered and insured nonprofit organization.**
- Alcohol, vendors, commercial branding, and sponsorships are not allowed at block parties.
- Your application may require additional permits in order to be approved, like a permit for a generator, a bounce house, etc. Visit [www1.nyc.gov/site/cecm/permitting/supporting-permitting-agencies.page](http://www1.nyc.gov/site/cecm/permitting/supporting-permitting-agencies.page) to learn about other permits you may need.
- First time block parties will need to appear before the community board. After you apply, the board will contact you to set this up.